

## **Safety Committee Minutes – March 6, 2014**

Attendance: Betsy Oulton, , Erich Hysler, George Kathios, Steve Stilphen, Maryann Place, Lt. Russ French, Janice Grady

-Several members of the committee provided safety tips for our employee newsletter as a way of educating all employees on the importance of safety

-Reviewed MMA's 2014 Risk Improvement Plan – one of the most important things that we need to do is form a sub safety committee for the school department as a way to educate and reduce the claims in the school department. Betsy to discuss with Allyn Hutton, Superintendent, to form this committee.

- Training was recommended for the kitchen, and Lance will be providing that training to the staff in April 2014.
- Lance will conduct hazard surveys of the Kittery Schools. He will review policies, work procedures, training records and equipment inspections

-Betsy provided the committee with information from Scarborough regarding MSDS/SDS Compliance. They currently use MSDS Online. This customizes location and costs approximately \$540.00 per department. George Kathios advised that Eric Taylor from his department has developed a good process, and he will be presenting it to us at our next meeting on April 3, 2014. Also, as far as the Town Hall goes, Maryann Place will discuss with the Town Manager a process whereby all ordering of supplies goes through one or two vendors and that there be a point person for this process to ensure that chemicals are coming in and going out in the proper manner.

Adjourned – Next Meeting, Thursday morning, April 3, 2014 at 8:00 a.m.